

BYLAWS
COMMUNITY PLANNERS COMMITTEE
JUNE 23, 1992

ARTICLE I NAME

Section 1 The name of this organization is the Community Planners Committee, a Council of designated representatives of officially recognized community Planning groups.

Section 2 All activities of this organization shall be performed in the name of the Community Planners Committee, hereinafter referred to as CPC.

ARTICLE II PURPOSE

Section 1 The purpose of this organization shall be:

- a. To serve as a citizen advisory committee to the Planning Department, the Planning Commission, City Manager, and City Council on those City-wide public actions involving updating, amending and implementing the progress Guide and General Plan of the City of San Diego in accordance with the State Planning and Zoning Law.
- b. To serve as an advisory committee to City council-recognized citizen planning and development organizations and to promote solutions to matters of mutual concerns shared among the communities of San Diego.
- c. To advise the City Manager on City-wide programs related to facilities development and financing, and to federal, state, or local funds disbursement.

ARTICLE III LIMITATIONS of ACTIVITY

Section 1 In its activities, the CPC shall be nonpartisan, non-sectarian, and shall not discriminate against any person on account of race, color, creed, national origin, age, sex, sexual orientation, physical handicap, or economic status.

Section 2 The CPC shall take no part officially or unofficially, nor shall it lend its influence in the election of any candidate for political office. No monies of this organization shall inure to the benefit of any member.

Planning Committee members shall not identify affiliation with CPC or any other planning committee when endorsing political candidates of ballot measures.

Section 3 Nothing in these bylaws shall be construed to limit the right of the individual members of CPC from taking a position on an issue raised at a CPC meeting whether or not they have first secured specific authority from their group to

take such action. On any issue on which the local community has already taken an official position, it shall be mandatory for the CPC member to vote in accordance with that position.

ARTICLE IV MEMEBERSHIP

- Section 1 The membership of CPC shall be composed of the chairs of each participating community planning and development organization officially recognized by the Council of the city of San Diego. However, by specific action, some other member may be selected as the officially designated representative to CPC with the same voting rights and privileges as the chair. This member must be in a category recognized in Council Policy 600-24, Article III Section 3 (elected member). Designation of the representative shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.
- Section 2 Each officially recognized participating community planning and development organization shall also officially designate one alternate, who, in the absence of the designated representative, shall be authorized to act in the place of the representative for the purpose of voting quorum, and attendance record. This alternate must be in a category recognized in Council Policy 600-24, Article III, Section 3 (elected member). Designation of the alternate shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.
- Section 3 Each officially recognized participating community planning and development organization shall immediately, upon the adoption of these bylaws, and as often thereafter as may become necessary, officially designate a representative and an alternate to comply with Section 1 and 2 of this Article. A change in representative or alternate shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.
- Section 4 Each officially recognized community planning and development organization wishing to be a CPC participating community planning and development organization and following compliance with Section 1, 2 and 3 of this Article, shall advise the Chair of CPC or its intent to participate at regularly scheduled CPC meetings and shall thereafter be considered participating upon recognition by the Chair.
- Section 5 Attendances at a minimum of six (6) regular monthly meeting per calendar year by a planning committee's representative or alternate is required to maintain participating status in CPC. Participating status will be revoked at the end of the calendar year if the required attendance is not met, and notification will be sent to affected planning group chairs. Participating status may be restored in accordance with the provisions of Section 6 of this Article.

Upon recordation of three (3) consecutive absences of representatives or alternates of CPC participating community planning and development organization at regularly scheduled CPC meetings, such community planning and development organizations will no longer maintain participating status. The chairs of such organizations will be notified by the Secretary of CPC of the potential loss of voting and other CPC participating privileges upon recordation of their second consecutive absence.

Section 6 CPC participating status shall be restored to officially recognized community planning and development organizations having lost such status upon recordation of attendance at two (2) consecutive, scheduled CPC meetings by the designated representative or alternate. During the first meeting, the representative or alternate may participate in CPC discussions but will have no voting privilege. Full voting privileges will be restored at the second consecutive meeting.

Section 7 To implement the above sections, the Chair shall recognize all community planning and development organizations indicating their intent to be participating community planning and development organizations at the first regularly scheduled meeting following approval of these bylaws by the City Council. The recordation of all unexcused absences, as delineated in Section 5 above, shall commence at the first regularly scheduled meeting of the CPC after approval of these bylaws.

ARTICLE V OFFICERS

Section 1 The officers of the CPC shall be a chair, vice-chair, Secretary and such other officers as the membership may deem necessary to carry out the work of the organization.

Section 2 All officers must be designated representatives as defined in Article IV, Section 1.

Section 3 In case of officer vacancy occurring between elections, the vacancy shall be filled by a special election to be held as provided for Article IX, Section 3.

In the interim between the time of the vacancy and the special election, the regular succession will be Vice-chair to Chair, and Secretary to Vice-chair. The chair may appoint a temporary Secretary.

ARTICLE VI DUTIES OF OFFICERS

Section 1 Chair

The chair shall be the principal officer of the CPC and shall have general supervision and direction of business and affairs of this organization. It shall be the duty of the chair to: (a) bring all pertinent proposed ordinance and

Council Policy changes before CPC for input; (b) represent CPC's positions before Planning Commission and Council, as directed by CPC's positions before Planning Commission and council, as directed by CPC; and (c) delegate duties as needed. The chair shall be an ex official member of all subcommittees.

Section 2 Vice-Chair

In the absence of the Chair, the Vice-Chair shall exercise all the powers of the Chair. The Vice-Chair shall be an ex official member of all subcommittees.

Section 3 Secretary

The Secretary shall maintain the CPC attendance records, prepare an annual report to the City Council, be the officer responsible for Roberts Rules of Order interpretations, and carry out any other duties assigned by the chair.

Section 4 Each officer shall have such powers and perform such duties as normally pertain to his/her office, except as otherwise provided by theses bylaws or resolution of the organization.

ARTICLE VII MEETINGS

Section 1 Regular monthly meetings, except in August and December, shall be held at a location within the City of San Diego. CPC shall establish a regular monthly meeting date. A majority of the representatives or alternates present at a CPC meeting may vote to cancel the following month's meeting.

Section 2 A special meeting of the CPC may be called by: (a) a majority of CPC participating organizations present at any meeting; or (b) the Chair; or (c) a petition of at least 30 percent of the participating organizations.

Section 3 A quorum shall consist of a majority of the participating organizations for the transaction of business.

Section 4 Every act taken or decision made in accordance with these bylaws shall be considered as the act or decision of the organization. The action of the CPC shall not be construed as imposing limitations on the individual planning groups.

Section 5 Written notice of the time and place of any meeting shall be given each member either personally or by mail at least three days prior to such meeting. In the absence of a written notice, the Chair shall affirm that a reasonable effort has been made to contact all CPC participating organizations.

ARTICLE VIII AGENDAS

- Section 1 CPC participating organizations or any citizen or the City of San Diego may propose items for meeting agendas. Items submitted by CPC participating organizations to the Chair no later than fifteen (15) days in advance of the meeting shall be added by right to the published agenda. Items submitted later than this deadline maybe added at the meeting by a consent of a majority of CPC participating organizations present at the meeting. There is established a space early in the meeting agenda, entitled "Agenda Additions," which shall occur after "Call to Order" and "Approval of Minutes," at which item the above-mentioned last minute agenda items maybe added. It shall be the responsibility of the Chair to give items priority on the agenda which have deadlines for public input.
- Section 2 In the unusual circumstances that CPC is requested to review a private development project for its public policy implications, the notification requirements of Council Policy 600-24, Article VI, Section 3 shall apply.

ARTICLE IX NOMINATIONS AND ELECTIONS

- Section 1 At the April meeting, the Chair shall appoint a Nominating Committee of representatives or alternates who shall submit a list of candidates for all offices at the May meeting. Nominations may also be made from the floor at any time prior to the election for that office.
- Section 2 The election of officers for CPC shall take place at the June meeting by secret ballot.
- Section 3 In the event that a special election must be held to fill an officer vacancy occurring between elections, the nominating committee shall be appointed at one meeting, the nominating committee shall be appointed at one meeting, the nominations shall be submitted at the next meeting, and the elections held at the following meeting. Nominations may be made from the floor at any time prior to the election.

ARTICLE X SUBCOMMITTEES

- Section 1 The Chair shall have the power to appoint and charge subcommittees as necessary to carry on the purpose of this organization.
- Section 2 The Chair of any subcommittees shall be appointed from the participating organizations of the CPC. Additional members may include any citizen of the City of San Diego, as recommended by the CPC Chair, and subject to approval of the participating organizations. CPC representatives or alternates shall constitute a majority of any CPC subcommittee.

ARTICLE XI AMENDMENTS

Section 1 These bylaws may be repealed, amended, or new bylaws may be adopted by a majority vote at any duly noticed meeting of the CPC, providing a written notice of the meeting, together with the proposed bylaws changes, have been forwarded to all representatives at least two weeks prior to the meeting. Nothing shall preclude CPC from considering and approving additional changes to the bylaws at any such noticed meeting.

ARTICLE XII INCORPORATION

Section 1 In the event that the CPC shall find it in its best interests to do so, it may proceed to incorporate this organization as a California nonprofit corporation.

ARTICLE XIII PARLIAMENTARY REFERENCE

Section 1 Robert's Rules of Order shall be the parliamentary reference for all matters not specified by these Bylaws, the CPC Rules of Procedure and CPC Resolution 158.

ADOPTED BY UNANIMOUS VOTE APRIL 26, 1977

(Amended by Unanimous Vote April 24, 1984)

(Amended by Unanimous Vote June 28, 1988)

(Amended by Unanimous Vote July 24, 1990)

(Amended by Unanimous Vote June 23, 1992)